





**CHARTERED INSTITUTE OF
ADMINISTRATORS & MANAGEMENT
CONSULTANTS - GHANA**

A REPORT ON CIAMC ADMIN PROFESSIONALS CONFERENCE

-JULY 2023 -

**THEME: "MOBILIZING ADMIN PROFESSIONALS FOR EFFECTIVE
DEVELOPMENT ADMINISTRATION: CRITICAL LEGAL ISSUES,"**

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CEO, Chartered Institute of Administrators and
Management Consultants-Ghana***

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A REPORT ON THE 2023 CIAMC ANNUAL ADMIN PROFESSIONALS CONFERENCE



By
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CEO, Chartered Institute of Administrators and
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The recognition and management of the Administration function is paramount for every organization if they wish to succeed. The National CIAMC Admin Professionals Conference gathers administration practitioners from various sectors annually to deliberate on critical issues of concern to the profession and the nation.

Administrators' roles are highlighted for their unpredictability and adaptability, emphasizing their importance in organizational success.

Administration is the most obvious aspect of group activity. Those unfamiliar with it are apt to assume that executive operations are not very difficult and, therefore regarded as a function, learned on the job. Similarly, the study of administration is sometimes perceived as dismal and quite lacking in important theoretical considerations.

*❖ It is the Head, Heart, Nose, Ear, Eye,
and Nerve Center of the organization*

Decision-making is a key aspect of Administrators' responsibilities, with Peter Drucker's perspective on decisions – the ability of the Administrator is very often judged by the quality of decisions he makes.

*The conference theme, "**Mobilizing Admin Professionals for Effective Development Administration: Critical Legal Issues**," underscores the significance of legal implications in daily administrative decisions. Speakers at the conference addressed sub-areas such as discretionary powers, duty imposed by the law, landed property procurement, contract negotiation, conveyance, and the law of meetings. The conference aims to enhance administrators' understanding of legal issues crucial to their roles, contributing to organizational success and development.*



**Samuel Mawusi Asafo, FCMC, FChPA, CIPM,
Chief Executive Officer, Chartered Institute of
Administrators and Management Consultants-Ghana**

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1.0 INTRODUCTION

This report provides a detailed overview of the events that occurred during the 2023 Annual Admin Professionals Conference. The 2023 Admin Professionals Conference, which was the fifth was held under the theme **“MOBILIZING ADMIN PROFESSIONALS FOR EFFECTIVE DEVELOPMENT ADMINISTRATION: CRITICAL LEGAL ISSUES”** held on Wednesday 26th July 2023, at the Ghana Tertiary Education Commission Conference Hall, Okponglo- Accra.

The conference was a joint effort of the Chartered Institute of Administrators and Management Consultants-Ghana and its partner institutions including the Parliament of the Republic of Ghana, Public Services Commission, Office of Local Government Service, Office of the Head of Civil Service, Ministry of Employment and Labour Relations, Ministry of Finance, Ministry of Local Government and Rural Development, Ministry of Tourism, Institute of Directors-Ghana, Chartered Institute of Marketing Ghana.

The Chartered Governance Institute, Association of Health Service Administrators-Ghana, Ghana Association of University Administrators, Ghana Association of Local Government Service Administrative Officers and Administrative Professionals Association of Ghana. This report also considers the evaluation of the whole programme for better improvement in future programmes.

Zoom and other virtual platforms were opened at 8:30am followed by a prayer at 9:30am.

2.0 OPENING

The programme participation was via online and in-person.



3.0 REMARKS BY CHAIRPERSON FOR THE OCCASION

Prof. Nana Aba Amfo –The Vice-Chancellor, University of Ghana, Legon.



Professor Nana Aba Appiah Amfo, in her acceptance remarks as the Chairperson of the Fifth Annual Admin Professionals Conference, expressed gratitude to all attendees and the leadership of the Chartered Institute of Administrators and Management Consultants-Ghana (CIAMC) for the opportunity to chair the conference. She emphasized the importance of such gatherings in solidifying the purpose and character of the administration profession.

She highlighted the significance of the conference's consistency since its inception in 2019, which reflects the commitment of CIAMC and its partner institutions to the profession. The annual event aims to unite and strengthen administrative professionals, providing them with opportunities to learn and discuss pertinent issues in the field.

Professor Amfo acknowledged the relevance of the conference theme, **"Mobilizing Admin Professionals for Effective Development Administration: Critical Legal Issues,"** in a country that upholds the rule of law. She expressed gratitude for the presence of legal experts who enlightened attendees on crucial issues affecting their roles as professional administrators.

She encouraged active participation and networking among attendees, emphasizing the importance of implementing the insights gained from the conference in their respective workplaces.

In conclusion, Professor Amfo humbly accepted the role of chairing the conference and thanked the audience for their attendance.

4.0 BOARD CHAIR'S WELCOME ADDRESS



In his welcome speech at the Fifth Annual Admin Professionals Conference, Ehunabobrim Dr. Prah Agyensaim VI, the Chairman of the Board of Trustees of the Chartered Institute of Administrators and Management Consultants-Ghana, expressed gratitude to all attendees and highlighted the importance of such conferences. He acknowledged the presence of distinguished guests, including the Chairperson, Professor Nana Aba Appiah Amfo, Vice-Chancellor of the University of Ghana, Legon, and other board members, advisory board members, speakers, and representatives from various institutions.

He emphasized the significance of conferences as platforms for professionals to exchange ideas, gain knowledge, and refine skills. He reflected on the success of previous conferences and outlined the themes and topics covered in past years, ranging from organizational effectiveness to workplace productivity and well-being.

The theme for the fifth annual conference was **"Mobilizing Admin Professionals for Effective Development Administration: Critical Legal Issues."** Three esteemed speakers were invited to

discuss topics related to legal issues in administration, including discretionary powers, landed property procurement, contract negotiation, conveyance, and the law of meetings.

The Chairman expressed gratitude to everyone involved in organizing the conference, including members, staff, sponsors, and partners, whose dedication and support contributed to its success. He particularly thanked ATL FM, University of Cape Coast, for sponsoring the online transmission of the conference.

He also acknowledged the support of various partner institutions and governmental bodies, including the Public Services Commission, Ministry of Employment and Labour Relations, Ministry of Finance, and others, whose collaboration helped make the conference a success.

In conclusion, the Chairman welcomed all attendees to the conference and wished them a successful meeting.

5.0 PURPOSE OF THE CONFERENCE:

The annual conference's main objective, according to the CEO of the CIAMC, is to provide a platform for uniting and strengthening administrators to enhance their professional development and contribute to organizational performance and national development. Specifically, the 2023 conference aimed to educate and enlighten members on the principles of best administrative practices.

- The conference aimed to educate and enlighten attendees about the core principles and practices that constitute the best administrative approaches.
- The conference was intended to inform and educate both the general public and pertinent stakeholders about the critical role administrators play in addressing the developmental requirements of all facets within an organization, thereby fostering its success and ensuring sustainable growth.
- The conference aimed to enable career administrators, executives, heads of institutions, departments, or units, along with those involved in managing personnel, strategy, and resources, to understand and recognize the legal ramifications of decisions made both at the individual and corporate levels.
- The objective was to keep professional administrators updated and informed about the uncertainties and changes in contemporary times and the potential negative consequences of unprofessional conduct.

6.0 SOLIDARITY MESSAGE FROM A REPRESENTATIVE OF PROFESSIONAL BODIES



Mrs. Grace Kaye, President of the Administrative Professionals Association of Ghana (APAG), delivered a solidarity message on behalf of APAG during the 5th Annual Admin Professionals Conference in 2023 for the Chartered Institute of Administrators and Management Consultants-Ghana (CIAMC).

In her message, she commended and congratulated CIAMC on the milestone of their fifth-year conference. She highlighted the unique commitment and engagement of APAG towards the development of CIAMC, as both organizations share a vision of advancing and ensuring professionalism in the practice of administration and management consultancy through certification and lifelong learning.

Further, she expressed APAG's dedication and optimism in their partnership with CIAMC, particularly in organizing various events related to administrative duties. She emphasized the importance of collaboration in achieving the shared vision and mission of organizations while working effectively as professional administrators across all fields.

In summary, Mrs. Kaye extended her best wishes to CIAMC on the occasion and in all their endeavors, expressing hope for continued success and growth in their respective roles.

7.0 PRESENTATIONS

1st Speaker – Mr. Austin A. Gamey, FCIHRMP, M.A. Adr (PULSE) Ca. A.I. (USA)



CEO, Gamey and Gamey Group, Labour and ADR Consultant. Tema – Ghana. The speaker, Mr. Austin A. Gamey, expressed gratitude for the invitation to speak at the CIAMC conference on the topic of **"Discretionary Powers, Duty Imposed, the Law, and the Administrator."** He noted the timeliness of discussing this subject in light of the various economic, technological, and social challenges facing the country. Mr. Austin Gamey expressed his gratitude for being invited to speak at the conference on the topic of **"Discretionary Powers, Duty Imposed, the Law, and the Administrator"**. He noted the significance of discussing these issues, especially given the country's current economic, technological, and social challenges.

He highlighted the historical context of administrative management, noting that until the late 1970s, administrative managers were primarily responsible for overseeing various aspects of administration. He also mentioned the official transition of job titles from personnel managers to human resource management in Ghana in 1998.

Mr. Austin Gamey emphasized the need for a transition towards appreciative leadership in light of rapidly changing technologies and the importance of enhancing knowledge and skill development. He

described appreciative leadership as a paradigm shift away from traditional command-and-control practices towards valuing and empowering individuals to maximize their potential.

He referenced Article 36 of the 1992 Constitution, which outlined the state's responsibilities to maximize economic development, welfare, and employment opportunities while safeguarding the health and safety of workers.

Mr. Gamey stressed the importance of free choice in empowering individuals and fostering organizational excellence and positive change. He emphasized that people perform better and are more committed when given the freedom to choose how they contribute to the organization's goals.

Overall, his speech underscored the importance of effective leadership and the role of administrators in driving positive change and organizational success.

2nd Speaker - Ms Afua Brown-Eyeson explored the area of “Landed property procurement, Contract Negotiation, and Conveyance.”



Ms. Brown-Eyeson shed light on a subject of great importance—land acquisition and property ownership and delved into various facets of this intricate domain, encompassing procurement methods, interests in land, due diligence, and contract negotiation.

Firstly, she explored the diverse methods employed in procuring land, ranging from individual endeavors to government initiative and highlighted the different interests one can hold in land, be it allodia property, freehold, leasehold, or usufructuary interests, each holding its own significance in the realm of property rights.

Moreover, she underscored the meticulous process of due diligence, where we evaluate title deeds, conduct searches, and verify the authenticity of ownership documents. Contract negotiation, a crucial aspect in any land transaction, was also elucidated, highlighting the importance of clarity and precision in contractual agreements.

Also, she navigated through the legal intricacies surrounding land acquisition, including the implications of compulsory acquisition and the concept of good title, payment terms, contracts of transfer, and the responsibilities of entities managing communal lands was also examined in detail.

Furthermore, she lamented the challenges posed by land guards and the necessity for restraining orders to maintain order and protect legitimate landowners. She also touched on inherited property checklists, emphasizing the importance of proper documentation and legal compliance in property inheritance.

In conclusion, she urged all to grasp the significance of the topics discussed as stakeholders in various capacities, whether as administrators, executives, or heads of institutions, it was imperative to navigate the realm of land acquisition and property ownership with diligence, integrity, and a profound understanding of the legal framework governing these transactions.

3rd Speaker – Hon Sam Okudzeto, SAG, MOV FChPA, FCMC, Member of the Council of State and Senior Partner at Sam Okudzeto & Associates



Hon. Sam Okudzeto explored the theme “**The Law of Meetings**” The presentation by Hon. Sam Okudzeto, covered the various aspects of corporate meetings, corporate governance rules, and procedures to be followed during these meetings.

He discussed the importance of meetings for decision-making in companies and outlined the types of corporate meetings, such as general meetings and board meetings. He emphasized the necessity for proper notice, procedure, and adherence to corporate governance rules during these meetings.

Mr. Okudzeto explained the roles of the chairperson and the secretary in conducting meetings, maintaining order, and recording minutes. He underscored the importance of minutes as a written record of meeting proceedings, which must be kept at the company's registered office for inspection by members.

Additionally, Mr. Okudzeto highlighted the significance of resolutions, both ordinary and special, which are used to make major corporate decisions. He explained the difference between ordinary and special resolutions and the requirement to file special resolutions with the Registrar of Companies within a specified timeframe.

In a nutshell, he elaborated on written resolutions, which may be used when members or directors are unable to physically meet. These resolutions require unanimous agreement from all parties involved and are effective upon the last member's signature. However, Mr. Okudzeto noted that written resolutions cannot be used to remove an auditor or a director.

8.0 Conference Advisory Board

- Ehunabobrim Prah Agyensaim VI, FChPA, FCMC,
CEO, Industrial and Engineering Services Limited
- Mr. Sam Okudzeto, SAG. MOV., FChPA, FCMC,
Member of the Council of State, Ghana
- Hon. Ignatius Baffour Awuah, FChPA, FCMC,
Minister for Employment and Labour Relations
- Mrs. Janet Fofie, FChPA, FCMC,
Former Chair, Public Services Commission
- Nana Kwasi Agyekum-Dwamena, FChPA, FCMC,
former Head of the Civil Service, Ghana
- Ing. Dr. Stephen Nana Ato Arthur, FChPA, FCMC,
The Head of the Local Government Service, Ghana
- Nana Dr. Albert Brown Gaisie, FChPA, FCMC,
National Security Council
- Professor Yaw Agyeman Badu,
Member, National Development Planning Commission
- Dr. Esther Ofei-Aboagye,
Management Consultant
- Mr. Rockson Dogbegah, FChPA, FCMC,
Executive Chairman, Berock Group Limited
- Mr. Paul Kwatei Hammond, FChPA, FCMC,
Board Chairman, Baj Freight Logistics
- Professor John Bright Kobla Aheto, FChPA, FCMC,
Managing Director, Aheto and Associates Limited

9.0 Attendance

In-Person participation (346)

• Members	- 225
• Non-members	- 78
• Partners	- 17
• Staff	- 10
• Media	- 16

Virtual participation

You Tube	- 141
Zoom	- 273
Total	- 760

10.0 The partner Institutions for the Admin Conference:

- *Public Services Commission,*
- *Office of the Head of Local Government Service,*
- *Office of the Head of Civil Service,*
- *Ministry of Employment and Labour Relations,*
- *Ministry of Local Government and Rural Development*
- *Office of the Speaker of Parliament,*
- *Ministry of Finance,*
- *Institute of Directors-Ghana,*
- *Makola Institute,*
- *Chartered Institute of Marketing, Ghana,*
- *Institute of Chartered Secretaries and Administrators,*
- *Association of Health Service Administrators,*
- *Opal Marketing and Management Services,*
- *Ghana Association of University Administrators,*
- *Administrative Professionals Association of Ghana,*
- *Ghana Association of Local Government Service Administrative Officers, and*
- *The Media Coordinating Team*

11.0 Eleven (11) media houses participated in the 2023 Annual Admin Conference.

- 1.CBS
- 2.ATL
- 3.BIFI
- 4.Ghanaian Times
- 5.CTV
- 6.Africa News
- 7.GNA
- 8.Daily Graphic
- 9.GBC Radio
- 10.Atinka TV
- 11.GTV

12.0 STAFF PRESENT

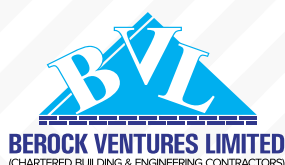
- 1.Dr. Samuel Mawusi Asafo
- 2.Mrs. Hannah Ampomea Coffie
- 3.Mr. Samuel Anobah
- 4.Mrs. Hilda Nuotah Armah
- 5.Mr. Maclean Dzietror
- 6.Ms. Helena Bessah
- 7.Ms. Sheila A. Cantreth
- 8.Ms. Gifty Adekpuigah
- 9.Ms. Adizatu Kubura Amadu
- 10.Mr. Frederick Agbenohevi

Corporate Members



GOIL was incorporated as a private limited liability company on June 14, 1960 as AGIP Ghana Company Limited with the objective of marketing petroleum products and related products particularly fuels, liquefied petroleum gas (LPG), lubricants, bitumen, and speciality products in Ghana.

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Berock Ventures Limited is a Chartered Building and Civil Engineering wholly owned Ghanaian Limited Liability Construction Company registered in Ghana since 1993. Committed in the use of appropriate and sustainable infrastructure development solutions delivered in a timely and quality manner.

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BAJ Freight and Logistics Limited (BAJ), a fully Ghanaian owned company was registered as a business in 2009. The company is one of the key companies in the freight forwarding industry and a leader in providing customs brokerage, freight forwarding and logistics support in various sectors including the oil and gas sector.

Office: 1st Floor Dennis House, Plot 15 Harbour Road. Tema - Ghana
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Email: info@bajfreight.com



I.E.S is a mining services company, which has been in active business for over twenty years in Ghana. I.E.S was incorporated on the 13th November 1988 with its nature of business being; Manufacturer's representative, import, export and sale of engineering goods.

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Airport Residential Area, Accra - Greater Accra
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Ghana Ports and Harbours Authority (GPHA) is a Statutory Corporation established under Ghana's Provisional National Defence Council Law (PNDCL 160) of 1986 to build, plan, develop, manage, maintain, operate and control ports in Ghana.

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PHOTO GALLERY















“

*Whatever the problem,
be part of the solution.
Don't just sit around
raising questions
and pointing out obstacles.*

”

Tina Fey, actor and comedian



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**CIAMC, LET'S CREATE YOUR
GROWTH STRATEGY TOGETHER!**

CIAMC, WE SET THE PACE!!

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